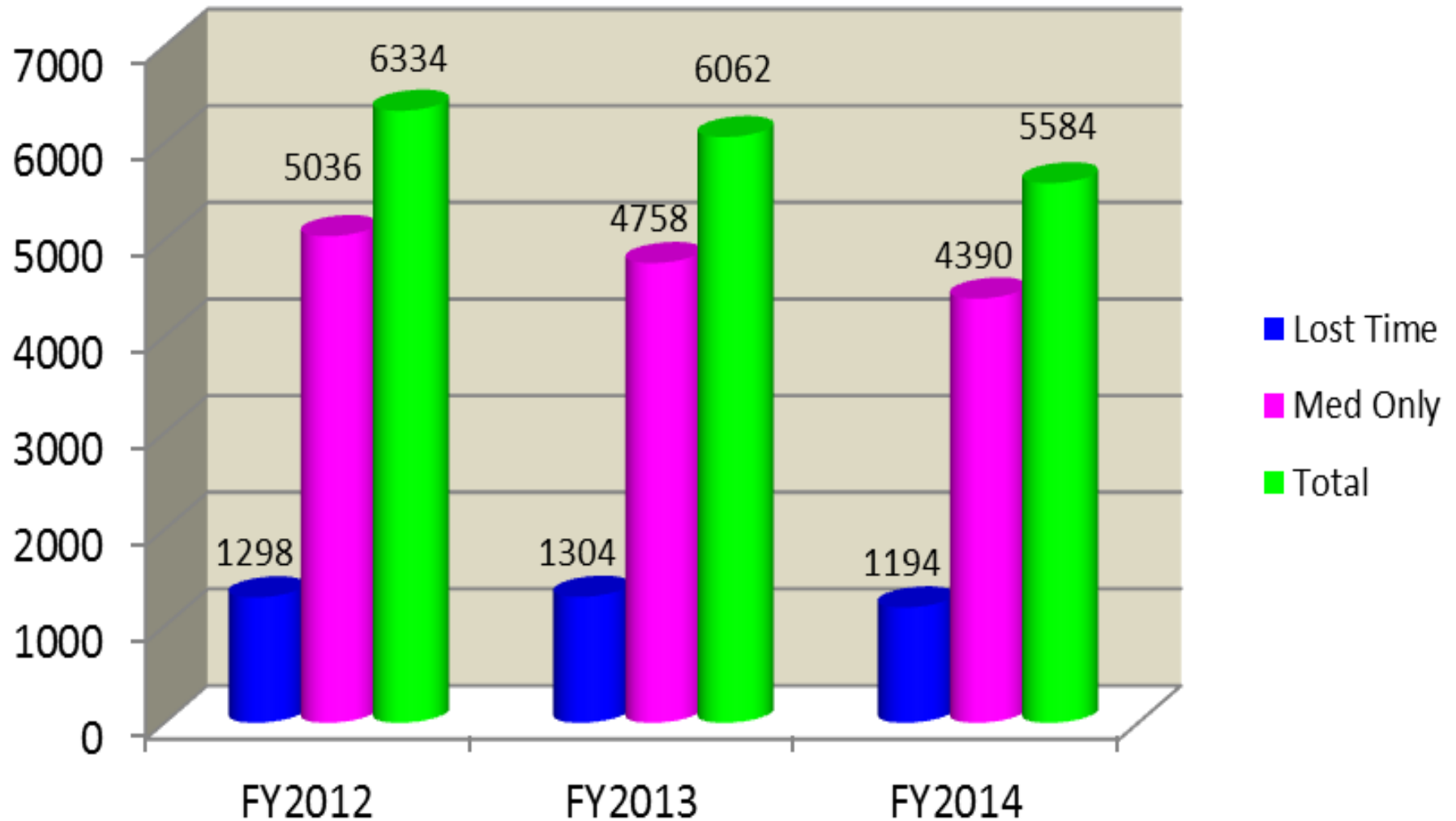


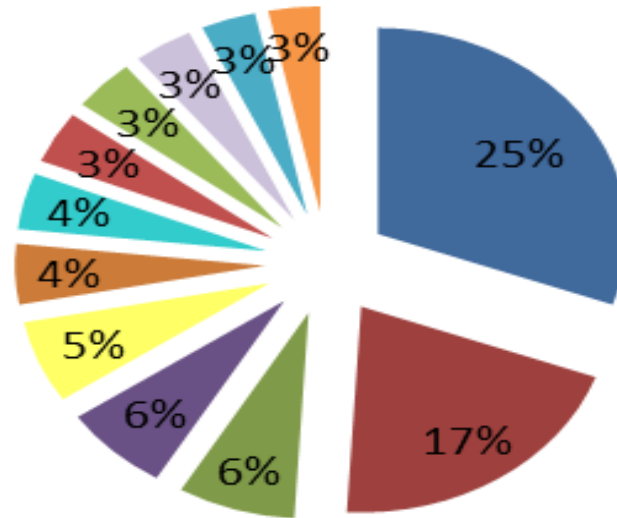
Office Safety



State of Georgia Workers' Compensation Injuries FY2012, FY2013, FY2014



Injuries by Cause



■ FST - All

■ Cuts - Puncture Scrape

■ MVA - All

■ Strain-Pushing/Pulling

■ Struck By- Falling Object

■ Animal/Insect

■ Struck By - Patient/Inmate

■ Strains - Lifting

■ Struck By - Objects lifted

■ Caught In - All

■ Repetitive Motion - All

■ Absorption

What Can Go Wrong In An Office?

■ Statistics

- absences
- sickness
- conflict

■ Injuries

- physical
- psychological
- illnesses & diseases
- Reporting, When? Who? What?



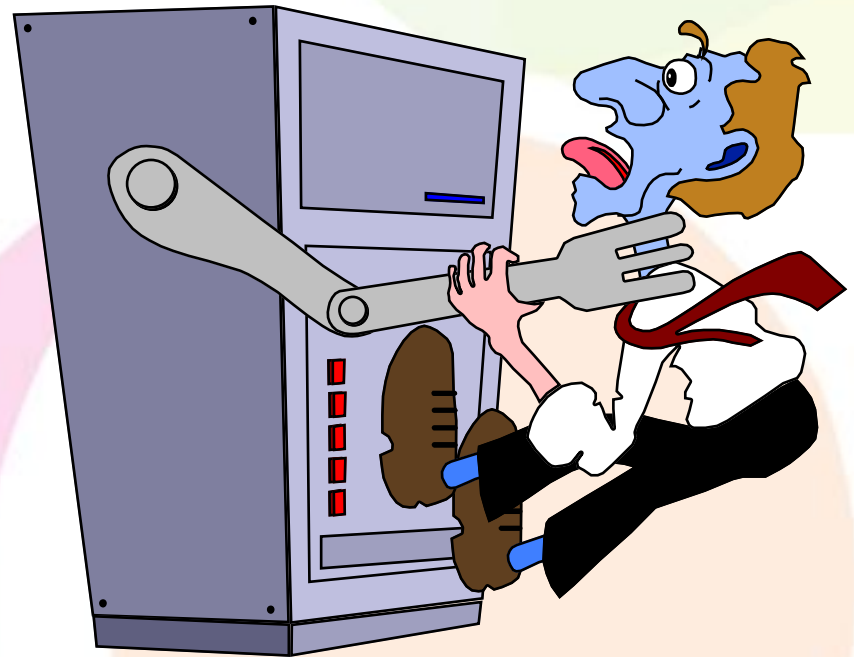
Just like any other workplace all accidents need to be reported.
Near miss incidents must be reported in the office as well.

Types of Hazards

- Basic Hazard Categories

- Physical
- Chemical
- Ergonomic
- Psychological
- Radiation
- Biological

- Risk Assessment



Workplace Specific Hazards & Risks

- Manual Handling & Ergonomics
- Occupational Aggression & Violence
 - staff
 - public
- Physical Threat
 - hold-up
 - fire
- Slips, Trips & Falls
- Transportation



Office Equipment

- Electricity
 - cords, cables & electrical hazards
- Photocopiers
 - toner, developer, noise, ozone, light
- Printers
 - noise, inks, ozone (laser)
- Computers
 - eyestrain, posture, radiation

Manual Handling

- Office Equipment & Furniture
 - Get help with moving.
- Stationery & Supplies
 - Don't exceed your limits.
- Correct Lifting Techniques
 - Plan your lifts and travel.
 - Use carts or hand trucks when possible.
- Twisting & Bending
 - Never with a load.
 - Feet first.



Office Ergonomics

- Office Equipment

- workstations, chairs, keyboards

- Placement of Equipment

- strains, sprains & occupational overuse syndrome (OOS)

- Posture

- height & distance of equipment
 - periods of sitting & standing

- Breaks & Exercises

- 5-10 minutes per hour suggested



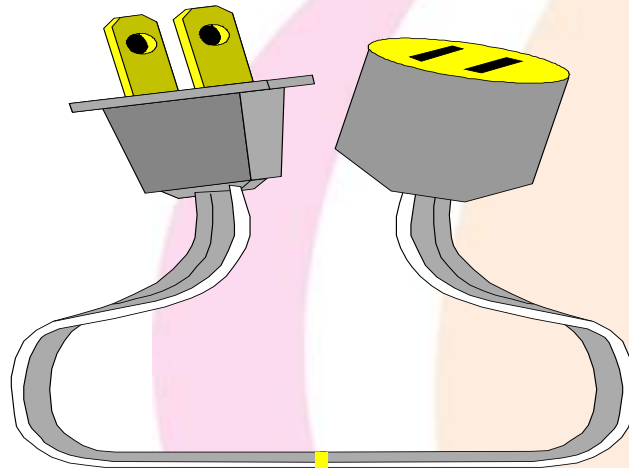
Electrical Safety

- What is Electrical Equipment?
- Injuries
- Types
- Contractors
- Reporting Faults
 - How? Whom? When?



Cords and Cables

- Extension cords are not to be used as permanent wiring.
- The use of a "Fused UL Rated" multi-outlet strip is permissible as long as it is plugged directly into a wall outlet.
- Do not place cords, cables, or telephone wires across walkways creating a tripping hazard.
- Electrical cords must be free of cracks, splices, frayed areas, loose connections, or other damage.
- Shut off electrical equipment when not in use.
- Surge protectors should not be strung together to make it longer.



What's in the office Air?

- Air Contaminants

- bacteria, viruses, mold spores, dusts

- Ventilation/Enclosed Spaces

- Continuous Air movement, potential gases from boilers

- Air-conditioners & Cooling Towers

- Sick Building Syndrome (SBS)

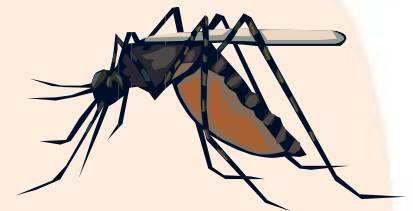
- Legionnaires Disease

- Testing & Maintenance

- biocides

- Contractors & Specialists

- Chemicals brought in to do the job



Noise - In Here - Pardon?

- How it's measured – Decibels (dBs)
- Control strategies
 - elimination
 - engineering
 - **separating**
 - **enclosed**
 - administration
 - **staff rotation, timings**



Lighting & Glare

■ How do you Know?

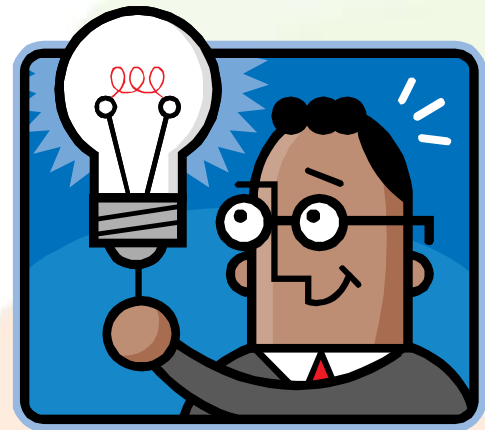
- headache?
- fatigue?
- eyestrain?
- nausea?

■ Testing

- Who? How? When?

■ Benefits

- reduced absenteeism, reduced sickness



Housekeeping

- What is Housekeeping?
 - cleanliness, tidiness, maintenance
 - taking care of your work area (constant)
- Benefits of Good Housekeeping
 - safer, easier, better, more fun
- Advantages of Good Housekeeping
 - less tiring, more space, less aggravating, more business-like
- Part of YOUR Job

Slips, Trips & Falls

**#1 injury for
State of Georgia**

- **General Housekeeping**

- Keep All walkways clear
- Aisles accessible to the public must be 44" wide

- **Cabinets**

- Secured to wall
- Keep drawers closed

- **Cords, Cables & Wires**

- Out of walkways

- **Personal Belongings**

- Stored Properly-Note: It is not safe to store items on top of cabinets in cubicles.



Use ONLY Approved Step Stools or Ladders

- Never use a box, bucket, chair or shelf as a ladder.
- Use the ladder only as it is intended.



Occupational Aggression & Violence

■ Legislation

- Anti-Discrimination Act 1991
- Sexual Harassment
- Superior to Subordinate

■ Types of Violence

- physical, psychological

■ Control Measures

- procedures
- reporting system
- infrastructure, training



Stress

- Statistically increasing
- Costs
- Causes
- Effects
 - Personal
 - Social
 - Organizational



Office Chemicals

- Cleaning Agents
- Toners & Developers
- Inks, Cleansers
- Solvents
- Paints
- Read ALL labels prior to use!



Fire Safety

- Emergency Control Organization?
 - Who is in charge communication with Fire, EMS, Police?
- Appropriate Equipment?
 - alarms, extinguishers, hoses, detectors
- Know where to go? & How?
- Raising the Alarm?
- Training?
- Visitors, Clients, Public?

Contact Information

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